

## **SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is a general, non-supervisory clerical position. The employee of this class acts as receptionist for the police chief, types letters, memoranda, etc., and maintains an accurate filing system. The secretary to the police chief generally follows established procedure or works at the specific direction of a superior and is responsible directly to the police chief.

### **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Types from rough draft and other sources letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief, composing important correspondence to relieve the chief of clerical detail and minor administrative matters.

Relays orders and instructions from the chief.

Reads reports and summarizes information to facilitate review by the chief.

Answers the telephone in the chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief or to officers of other divisions.

Acts as receptionist for the chief and other designated officers.

Routes incoming mail and correspondence not requiring a superior's attention.

Makes appointments for the chief and other designated officers; keeps records of such appointments.

Receives complaints and requests for information; replies to such requests by phone or letter.

Maintains office files as required or directed.

Performs related duties as assigned or required.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must be not less than eighteen (18) years of age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

HR	06-01-79
Rev	05-24-94
	01-11-00
	11-19-07